

Weekly Report for Week Ending 9 July 1958  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

a. OTR - Records Control Schedule

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No change from previous report.

b. Assistance to ARO/OCR in Records Management Program

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Met with ARO/OCR and his assistant, Mrs. [REDACTED] on 9 July, to plan directive on Records Management Program for OCR.

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c. OSI File Systems

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No change from previous report.

d. Records Management Survey of Specialized Recruitment Branch, PPD, OP

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Continued installation of Subject-Numeric Files and trained two secretaries in maintenance. Retired two cubic feet of inactive material and destroyed four cubic feet of obsolete material dating back to 1947. Set up new Recruitment File by Agency Component with yearly cutoff. Completed preparation and installation of new Lead/Source University File ( 8 cubic feet).

e. Suggestions Awards Staff

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Study of the subject file index is continuing. Mr. [REDACTED] (JOT) is developing a new subject breakdown for the card file.

3. Vital Materials

a. A meeting was held with OCR/GR and OCR/Machine Division personnel to establish procedure for the deposit of tab cards to be used as an index to the Graphics Register negatives at the Repository. More details have been included in a memorandum for the record on this subject.

b. Met with OCR/GR and Logistics/Printing and Reproduction personnel in regard to the microfilm tests of the OCR/GR file made by Reproduction. Results of these tests were considered unsatisfactory by Mr. [REDACTED] Mr. [REDACTED] was requested to make further tests. More details have been included in a memorandum for the record on the subject.

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- 25X1A9a c. A meeting was held with Mr. [REDACTED] OCR and 25X1A9a  
Mr. [REDACTED] to outline an orientation program for DD/I  
representatives to be conducted as an initial phase of Operation  
[REDACTED]
- 25X1A2g d. Microfilming in the Office of Security is approximately 85%  
complete.

4. News

- 25X1A9a a. Reported Change of Area Records Officer for OP. ( [REDACTED] ) 25X1A9a  
Mr. [REDACTED] ARO/OP, reported that he has been selected  
for training in EDP to begin about 1 August. Mrs. [REDACTED]  
is reported to be slated to relieve him. [REDACTED]

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